

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

PRESENT: James Isaac, William Them – Secretary/Treasurer, Tina Pickett, Robert Williams-Chairman

ABSENT: Thomas Henson-Vice Chairman

OTHERS: Chris Jones – Solicitor, Chad Strickland – Superintendent

VISITORS: None

Visitor:

Reorganization:

Mr. Them made a motion to keep the current officers:
 Mr. Williams – Chairman
 Mr. Henson – Vice Chairman
 Mr. Them – Secretary/Treasurer
 Mr. Isaac seconded, approved.

Minutes:

The minutes from the meeting held on December 16, 2022 were approved as written on a motion made by Mr. Isaac, and seconded by Mr. Them, approved.

Bills:

Mr. Strickland mentioned we had to purchase a meter for the Riverstone so our larger meters are starting to fail; Mr. Strickland stated that fortunately this meter gave us warning and it is still operating but we don't know how much longer it will stay working before it goes blank and we lose any flows. Mr. Strickland stated he did contact Mr. Them to start budgeting to have monies on hand to purchase meters on an as needed basis. Mr. Isaac questioned Wilmington Trust; Ms. Maynard stated that the name was corrected for the TMA bond refinance company we were reporting it as WWTP TMA bond refinance but the company furnishing the bond is Wilmington Trust. Mr. Williams questioned the flood insurance from last month; Mr. Strickland stated it went down \$800.00 to \$900.00 from last year, Mr. Strickland looked at the coverage and it looks the same. Mr. Isaac made a motion to approve the following bills for January, Mr. Them seconded, approved.

Wysox Operating Fund List of Bills:	January 2023	Amount:
TMA	Wilmington Trust – 2/01/2023	\$ 3049.40
TMA	Administrative cost- 1/23	\$ 2,103.67
TMA	Sewer Flows (Dec)	\$ 18,646.65
TMA	Contracted Services	\$ 3,787.79
Frontier	Telephone 6 Invoices	\$ 292.69
TMA	Penelec 2,3,4,5,6,7,8,9	\$ 1,493.91
TMA	Envirep – 30' Coax Cable PS 5	\$ 166.62
Penelec	PS 1	\$ 458.63
TMA	M & T monthly pymnt	\$ 4,988.45
The Daily Review	Legal Notice	\$ 28.15

TOTAL:		\$ 35,015.46
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Wysox Water Operating List of Bills:	January 2023	Amount:
TMA	Water (Dec)	\$ 13,804.57
TMA	Contracted Services	\$ 1,690.53
TMA	Penelec Tank, Vault, PS	\$ 960.34
TMA	Dallas Data Backflow Mgmt Software/Setup	\$ 5,050.00
Stiffler McGraw	Invoice 140	\$ 441.00
TMA	AT & T Scada	\$ 96.18
BNYMellon NY	January 2023	\$ 12,839.58
TMA	LB Water 4" Meter (Riverstone)	\$ 1,500.00
Vincent Arena	Overpayment Refund	\$ 117.86
Pace Labs	Labs	\$ 40.00
The Daily Review	Legal Ad	\$ 28.15
Penelec	PS	\$ 963.04
AT & T	Scada	\$ 96.18
TOTALS:		\$ 37,627.43

Engineer:

Mr. Williams asked if there was anything we needed to discuss with Mr. Casanave; Mr. Jones stated the only thing is the County Grant as we received the funds and Mr. Them informed him a separate account was set up for the funds. Ms. Maynard stated that Mr. Casanave stated that Stiffler McGraw would be waiting for spring to start the project according to last month's conversation.

2023 Budget:

Mr. Them had emailed the 2023 budget numbers to the Board members prior to this month's meeting for review. Mr. Them stated he had reviewed and made his numbers and reasoning for his numbers on the first spreadsheet he provided. Mr. Them stated he kept the bulk water numbers the same as last year and increased sales by the increase from TMA, he put in the line item for meter purchases, he did not include the backflow module in the budget but he will correct that and include the annual maintenance for the upcoming years. He shows a net of \$25,535.00 in water. In sewer we will have a net loss of \$22,605.00. Mr. Them used the same reasoning when he budgeted the sewer he kept the sewer flows high as we did have a dry year and he made a rate change in revenue due to our increase from TMA. The Grant fund he does not think he has money in the correct line items; Ms. Maynard will provide Mr. Them a copy of the approved grant application so changes can be made. Mr. Isaac made a motion to approve the 2023 budget, Ms. Pickett seconded, approved.

Attorney:

Mr. Jones presented Resolution 01-2023 Schedule of Rates and Fees for the Water and Sewer Systems:

Water Rate \$14.05 per 1000 gallons Sewer Rate \$14.62 per 1000 gallons
 Sewer Flat Rate \$58.48 per EDU Water & Sewer Base Rate for 0 to 1000 gallons \$63.52
 Ready to Serve Charge \$63.52 per EDU

This is the increase of rates based on TMA's rate increase of \$.42 for water and \$.58 for sewer all other fees remained the same.

Mr. Isaac made a motion to approve Resolution 01-2023 Schedule of Rates and Fees for the Water and Sewer System, Mr. Them seconded, approved.

Mr. Jones questioned Mr. Them if he reached out to the Wheeler's, Mr. Them stated yes, he explained the situation to Mr. Joseph Wheeler and informed him to get in touch with Mr. Strickland. Mr. Jones is also composing a letter to Mr. Wheeler on the Wysox Motel and Mobile Home Park regarding the separate connection that is now required since they subdivided the property and the water that feeds the motel is being serviced by the property now owned by Mr. Vick for the Mobile Home Park. Mr. Jones will get in touch with Mr. Strickland and get the information to complete the letter to submit to all parties involved in the Esther Pipher Estate and Mr. Vick.

Superintendent:

Mr. Strickland stated that he got a call last night on a plugged sewer on Lake Road by pump station 4; the main was plugged by the pump station and it came out on the property prior to the pump station out of the clean out and the customers basement; our personnel worked 5 hours to fix the issue; Mr. Strickland stated he contacted Mr. Sumner to file a claim. Mr. Them asked what the issue was, Mr. Strickland stated that there was such a volume of water after the plug we are still investigating what the issue was, we did see a lot of grit, we have never had an issue at that location. Mr. Sumner will reach out to the homeowner; Mr. Strickland advised the homeowner to contact their homeowner insurance company as well. Mr. Strickland stated we are cleaning up his yard and assisting the homeowner as much as we can.

Mr. Strickland stated Ms. Maynard reached out to Erb Inspections and has not heard anything. Ms. Maynard stated she sent them the new water rules and regulations, the new checklist and the letter that was sent to customers this month in reference to inspections, Ms. Maynard also explained in the email our meeting date for this month's meeting in case they had any questions and how Mr. Strickland and Mr. Casanave would go on a few inspections so that we are on the same page.

Ms. Maynard explained that we had received emails and calls on the letter from our paperless customers who were unable to open the attachment; she reached out to Xpressbillpay who are researching the issue and have only identified the web browser as the issue; customers using edge cannot open the attachment; Ms. Maynard is going to pull a list of customers who are paperless and just resend the letter to them.

Mr. Isaac questioned a bill for a bad float and rags, did the customer get billed for that. Mr. Strickland stated that the customer was educated as this is the first time to that location for that issue.

Treasurers Report:

Mr. Them stated that he thinks he covered this under the budget but the final 2022 numbers are on the report if anyone has any questions.

Letters of Financial Interest:

Mr. Williams stated that the Letter of Financial Interest needs to be turned in by all Board members to Ms. Maynard.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:12 a.m.

January 20, 2023

Respectfully Submitted,
April Z Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

PRESENT: James Isaac, William Them – Secretary/Treasurer, Robert Williams-Chairman

ABSENT: Tina Pickett, Thomas Henson-Vice Chairman

OTHERS: Chris Jones – Solicitor, Chad Strickland – Superintendent, Andrea McLinko – Assistant Billing Clerk

VISITORS:

Visitor:

Ms. McLinko

Ms. McLinko was introduced to the Board she is the assistant billing clerk.

Minutes:

The minutes from the meeting held on January 20, 2023 were approved as written on a motion made by Mr. Isaac, and seconded by Mr. Them, approved.

Bills:

Mr. Them mentioned he seen that we had pump station issues. Mr. Strickland stated yes we had the one at the bottom of Lake Road he mentioned last month; we are in contact with our insurance in reference to the claim; the issue was chunks of asphalt. Mr. Them questioned how this could occur; Mr. Strickland stated he was aware that Penn Dot replaced a storm drain, when he and Mr. Miller were looking at manholes he seen a piece of our sewer main in the ditch so they obviously hit our main and repaired it without informing us; we did camera that portion of the main to verify everything is okay. We also had a manhole broken so the pavement could have been introduced then as well. Mr. Isaac made a motion to approve the following bills for February, Mr. Them seconded, approved.

Wysox Operating Fund List of Bills:	February 2023	Amount:
TMA	Wilmington Trust – 3/01/2023	\$ 3049.40
TMA	Administrative cost- 2/23	\$ 2,103.67
TMA	Sewer Flows (Jan)	\$ 22,627.08
TMA	Contracted Services	\$ 4,564.42
Frontier	Telephone 6 Invoices	\$ 298.40
TMA	Power Systems- Generator service	\$ 1,337.17
TMA	OmniSite – Annual Agreement	\$ 1,890.00
Penelec	PS 1,2,3,4,5,6,7,8,9	\$ 2,429.75
TMA	M & T monthly pymnt	\$ 4,988.45
TMA	Stiffler McGraw – retainer	\$ 86.75
Schaedler Yesco	LED light for Pole Light at PS 4	\$ 180.93
GDDJ	Inv 3876 Legal Services 6/22-1/20/23	\$ 727.50
TOTAL:		\$ 44,283.52

February 17, 2023

Wysox Water Operating List of Bills:	February 2023	Amount:
TMA	Water (Jan)	\$ 14,166.16
TMA	Contracted Services	\$ 1,343.02
TMA	Power Systems – Generator Service	\$ 221.87
TMA	Stiffler McGraw retainer	\$ 780.00
BNYMellon NY	March 2023	\$ 12,839.58
Pace Labs	Labs	\$ 120.00
GDDJ	Inv 3880 Legal services 9/2022-1/2023	\$ 1,102.50
Penelec	PS, Vault, Tank	\$ 1,150.45
TOTALS:		\$ 31,723.62

Engineer:

Attorney:

Mr. Jones stated that we have a copy of what was sent to the Esther Pipher Estate and Mr. Vick in reference to the two parcels that was once was the Wysox Motel and Mobile Home Park. He has not received any response on his letter yet.

Superintendent:

Mr. Strickland stated that we are still seeing a large amount of wipes and rags at the pump stations; we did install homemade baskets at the Wilbur Beers pump station and the pump station on Pond Hill . We have extra man hours emptying the baskets.

Mr. Strickland stated we received plans for a commercial property on Mr. Schmeckenbecker's property by Shover Investments (trailer park). They would be demolishing the house that currently sits on the parcel and we might be looking at smaller flows from the proposed business.

Mr. Strickland mentioned that the EPA has forced DEP to revisit the lead/copper rule revision; EPA has requested we inventory all service line connection; since our system is fairly new, we should be fine. Backflow preventers is also a part of this so we are ahead of the new regulations with our inspections. They are also requesting we identify soldered lead joints in individual residences as well, they did not clarify if the Authorities have to bear the cost of replacing piping that has lead, but Mr. Strickland stated he thinks it will be the burden of the Authority. Mr. Them questioned when DEP stopped the use of lead, Mr. Strickland stated in 1991.

Mr. Isaac asked if we can have Erb Inspections add that to the checklist; Mr. Strickland stated we could but they would be burdened looking for any/all lead joints. Mr. Them stated maybe we need them only to identify that a residence has copper lines that are soldered.

Treasurers Report:

Mr. Them stated that January's numbers are in but it is too early to look at the numbers.

2022 Audit:

Ms. Maynard stated we received our engagement letter from HallockShannon P.C. to perform our 2022 Audit. Mr. Them made a motion to have Mr. Williams sign the engagement letter for our 2022 Audit, Mr. Isaac seconded, approved.

Ms. Maynard stated that HallockShannon are coming next week to start the Borough and TMA's Audit so she will give them the signed document then.

February 17, 2023

Mr. Them mentioned to Ms. Maynard to send our 2021 Audit to Mr. Hottenstein.

Erb Inspections:

Ms. Maynard submitted a copy of what was going to be sent to customers in regards to our inspections. The board agreed the letter looks correct and Erb Inspections should proceed.

Ms. Maynard also mentioned that Erb Inspections requested a list of customers that the Board would like to be placed on the priority list for inspection.

Mr. Schultz:

Mr. Them questioned what are we going to do with his outstanding debt; Mr. Jones stated we are waiting for the inspection in order to proceed.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:03 a.m.

Respectfully Submitted,
April Z Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

March 17, 2023

PRESENT: James Isaac (via teleconference), William Them – Secretary/Treasurer, Robert Williams-Chairman

ABSENT: Tina Pickett, Thomas Henson-Vice Chairman

OTHERS: Chris Jones – Solicitor, Chad Strickland – Superintendent

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on February 17 2023 were approved as amended to move Ms. McLinko from “visitor” to “other” on a motion made by Mr. Them, and seconded by Mr. Isaac, approved.

Bills:

Mr. Them stated our expenses are up for the first two months of the year. Mr. Isaac made a motion to approve the following bills for March, Mr. Them seconded, approved.

Wysox Operating Fund List of Bills:	March 2023	Amount:
TMA	Wilmington Trust – 4/01/2023	\$ 3,049.40
TMA	Administrative cost- 3/23	\$ 2,103.67
TMA	Sewer Flows (Feb)	\$ 17,633.70
TMA	Contracted Services	\$ 5,049.42
Frontier	Telephone 6 Invoices	\$ 298.49
TMA	Horton Elec- Repair 2 Myers motors	\$ 1,720.00
TMA	Schaedler Yesco – pole light PS 4	\$ 180.93
Penelec	PS 1,2,3,4,5,6,7,8,9	\$ 1,945.74
TMA	M & T monthly pymnt	\$ 4,988.45
TMA	Gannon Assoc Employee dishonesty bond	\$ 130.50
Halliday Products Inc	Inv 00097277 Trash Buckets PS 4 & 5	\$ 700.99
GDDJ	Inv 3968 Review & Prep for Audit ltr	\$ 75.00
TMA	Penelec PS 2,3,4,5,6,7,8,9	\$ 1,708.25
TMA	Gambal - envelopes	\$ 124.29
Selective Insurance	Deductible Recovery – Shaffer claim	\$ 250.00
TOTAL:		\$ 39,958.83

Wysox Water Operating List of Bills:	March 2023	Amount:
TMA	Water (Feb)	\$ 11,518.84
TMA	Contracted Services	\$ 2,224.13
TMA	Areys – couplings laundromat meter	\$ 36.78
TMA	A T & T – Scada	\$ 90.60

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

March 17, 2023

BNYMellon NY	April 2023	\$ 12,839.58
TMA	Lake Rd Vault, Tank	\$ 229.87
GDDJ	Inv 3968 Review & prep audit letter	\$ 75.00
TMA	LB Water – 4” Meter – Isaac’s	\$ 1,500.00
TMA	Dallas Data – Inspection notice	\$ 550.00
TMA	Gannon Assoc Employee dishonesty bond	\$ 130.50
TMA	Gambal – envelopes	\$ 124.29
Penelec	Lake Rd PS, Tank	\$ 897.49
AT & T	Scada	\$ 96.18
TOTALS:		\$ 30,313.30

Engineer:

Attorney:

Mr. Jones questioned if the inspections have started. Mr. Strickland stated that they have begun but Mr. Casanave or himself could not attend the first inspection as they were only given 14-hour notice and they could not fit it in their schedule; they have some scheduled for the 28th that they will be able to go to. Mr. Strickland stated he does not know how many inspections are scheduled for that day they are not getting a good response from customers. Mr. Them asked if we have something in place for customers who do not respond, Mr. Jones stated we should be notified and inform him and he will send correspondence to the customer. Mr. Them stated he will call Jay and check on the process, Mr. Strickland stated maybe he will contact Mr. Them after the 28th meeting first, Mr. Strickland will contact Mr. Them with his and Mr. Casanave’s opinion on the process.

Mr. Jones stated that the Wheeler’s have contacted Mr. Strickland to get the new meter pit installed. Mr. Strickland stated he did inform Mr. Wheeler to sever the line from the trailer park that currently feeds the motel.

Mr. Jones questioned Mr. Landon’s bill on the delinquent list; Ms. Maynard stated it was a leak she left a door knocker at the residence as we have no contact information. Ms. Maynard was contacted by a sister who stated it was a water line, Ms. Maynard requested proof of the leak but as of today we have had no further contact.

Ms. Maynard asked about the Reese property Mr. Jones stated we need to get an inspection done in order to pursue anything further.

Executive Session:

The Board entered on into executive session at 9:43 a.m. and remained in session until 10:14 a.m. in regards to potential legal issues.

The Board discussed the issues with construction and our lack of being informed of keeping a well, or being informed to inspect the water service after the construction is approved or in planning process.

Mr. Strickland stated he will see what was found on the Schultz inspection with Erb. Ms. Maynard is to check with Erb to see what has occurred on the customers we requested they prioritize on inspection.

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

March 17, 2023

Superintendent:

Mr. Strickland stated that we found infiltration on the property behind Sherwood Groves. We discovered a make shift manhole that was introducing a lot of infiltration from the swamp on the property. We capped the line.

Treasurers Report:

Mr. Them stated that the numbers are down, Ms. Maynard stated that Hamilton Liberty did not pay but we received their payment this month.

Mr. Them discussed our interest rates from First Citizens Community Bank, the township had their interest rate increased. Mr. Them is to contact the bank to negotiate our interest rate.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:29 a.m.

Respectfully Submitted,
April Z Maynard
Towanda Borough

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

April 21, 2023

PRESENT: James Isaac, Robert Williams-Chairman, Thomas Henson-Vice Chairman

ABSENT: Tina Pickett, William Them – Secretary/Treasurer

OTHERS: Chris Jones – Solicitor, Eric Casanave – Stiffler McGraw

VISITORS:

Visitor:

Minutes:

The minutes from the meeting held on March 17, 2023 were approved as written, on a motion made by Mr. Isaac, and seconded by Mr. Henson, approved.

Bills:

Mr. Isaac made a motion to approve the following bills for April, Mr. Henson seconded, approved.

Wysox Operating Fund List of Bills:	April 2023	Amount:
TMA	Wilmington Trust – 5/01/2023	\$ 3,049.40
TMA	Administrative cost- 4/23	\$ 2,103.67
TMA	Sewer Flows (Mar)	\$ 21,868.38
TMA	Contracted Services	\$ 4,018.33
TMA	Telephone 6 Invoices	\$ 298.49
TMA	Schaedler Yesco – dup payment	\$ - 180.93
Penelec	PS 1,2,4,5,6,7	\$ 1,072.22
TMA	M & T monthly pymnt	\$ 4,988.45
The Daily Review	Legal notice	\$ 41.00
TOTAL:		\$ 37,259.02

Wysox Water Operating List of Bills:	April 2023	Amount:
TMA	Water (Mar)	\$ 11,549.62
TMA	Contracted Services	\$ 2,274.93
BNYMellon NY	May 2023	\$ 12,839.62
Penelec	Lake Rd Vault, Tank	\$ 946.21
TMA	Pace Analytical	\$ 65.00
TOTALS:		\$ 27,675.38

Engineer:

Mr. Casanave stated he received a call from Mr. Them a couple of weeks ago in reference to the inspections being performed by Erb Inspections. Mr. Them had requested a quote from Stiffler McGraw to do the inspections. Mr. Williams stated that he was not informed by Mr. Them on this matter; Mr. Casanave stated he sent his proposal to Mr. Them as we do have a local inspector who can perform the inspections. Mr. Casanave stated he is aware the Board was not informed of the conversation with Mr. Them. Mr. Casanave informed the Board that Erb performed inspections without informing with sufficient amount of time either he or Mr. Strickland, so they

WYSOX TOWNSHIP MUNICIPAL AUTHORITY

April 21, 2023

could attend to ensure they are looking at, and requiring what the Board has put in the rules and regulations. Mr. Casanave stated he has not seen any of the checklist on the properties that have been inspected and he has seen a couple of pictures; Mr. Williams stated he has not seen anything returned. Mr. Casanave stated his proposal is \$75.00 an hour; he is not aware what the current contract with Erb is; Mr. Williams stated he thinks it is per inspection, but does not know the rate exactly. Mr. Williams stated that he was not aware of the issues with Erb Inspections so he would need to get more information in order to proceed; the Schultz property was inspected and we had more questions than we received answers. Mr. Isaac stated that we are awaiting paperwork from them in regards to backflow preventors we need to have on file for inventory, is that being done? Mr. Henson asked if we have been informed of any future inspections; Mr. Casanave stated he was informed March 30th but then he was not informed if they occurred or they were cancelled.

Mr. Casanave continued after the executive session to inform the Board that they are ready to start on the infiltration study with the funds received from the county. Smoke testing needs to be performed during the dry season and metering during the wet season; we are almost done with the wet season; we would not start smoke testing until the middle of summer when it is dry; what direction does the Board want him to begin. Mr. Williams stated we already had an issue with our pump station 4 at the end of Lake Road that caused a sewage back up onto a property. We found the issue of gravel that was introduced into the system most likely from a Penn Dot repair we were not informed about. Mr. Williams asked Mr. Casanave how many feet between manholes; Mr. Casanave stated every 400 feet on the straight runs and at any change of direction of the line; Mr. Williams stated why were our manholes placed in the ditch area; Mr. Casanave stated that should not been allowed to occur. Mr. Williams stated why we can't just move them along with the fire hydrant that he informed Mr. Strickland he seen a fire company pulling water from just across the street. Mr. Casanave stated they are in our plan to DEP and just can not be moved or eliminated without DEP's approval of the change. Mr. Williams agrees with Mr. Casanave but the location of the manholes has allowed for infiltration and damage from plow trucks.

Mr. Henson stated do we have cameras included in the grant funds and could we change the scope; Mr. Casanave stated the scope should not be changed and yes, we had cameras, smoke testing, as well as metering in the scope of plan. Mr. Casanave stated with how dry this spring has been he would forgo the metering this year as we would only capture the end of the "wet" season that really has not been wet, but we could go ahead with the cameras of the lines and start the smoke testing during the summer months.

Mr. Isaac stated we would think the timing of each test should be up to the engineer, as they know more about that timing then this Board would. Mr. Henson asked Mr. Casanave if he was looking for a motion to proceed; Mr. Casanave stated not at this meeting, he was just informing the Board of what portion of the study needs to be started and when they would like to start the different items in the study.

Mr. Casanave stated he will reach out to Erb per the Board's request, and he will come with a timeline of the infiltration study for next month's meeting.

Executive Session:

The Board entered on into executive session at 9:58 a.m. and remained in session until 10:30 a.m. in regards to potential legal issues, with no action taken.

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April 21, 2023

Attorney:

Mr. Jones has been contacted by Mr. Schultz, he will be in contact with Mr. Casanave, Mr. Strickland and Erb Inspections before he reaches back out to him and his attorney.

Mr. Jones stated he will get with Ms. Dinelli in reference to the proposed gas lease that was addressed in a letter to the Authority, he will have an update on this for next meeting.

Superintendent:

Not in attendance.

Treasurers Report:

Mr. Them is not in attendance.

Adjournment:

As there was nothing further to discuss, the meeting was adjourned at 10:50 a.m.

Respectfully Submitted,
Laurie McGuire for
April 2 Maynard
Towanda Borough